

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the misunderstanding regarding the hyphenation in [specific context, e.g., a document, your name, etc.].

It was never my intention to cause confusion, and I understand how important proper hyphenation is in our communication. I appreciate your understanding and patience regarding this matter.

Moving forward, I will ensure that all relevant documents reflect the correct hyphenation. Thank you for bringing this to my attention, and I apologize for any inconvenience this may have caused.

Best regards,

[Your Name]  
[Your Job Title] (if applicable)  
[Your Contact Information]